

BUSINESS SOLUTIONS COMMITTEE MEETING
Partners for Performance, 920 Water St, Ste 32B, Meadville, PA 16335
Wednesday, January 30, 2019
11:01 am

ATTENDANCE

Caryl Unseld ☎
Dr. Lisa Miller ☎
Terra Gaines ☎
Jody Dixon ☎
County Executive Dahlkemper ☎
Larry Fannie ☎

STAFF

Janet Anderson
Deb O'Neil
Erin Shaffer
Jackie Hamilton

GUESTS

Sara Dodeci, ResCare Title I ☎
Fadhail Ibraheem, ResCare Title I ☎

ABSENT

Gary Shaw

WELCOME/ROLL CALL

Ms. Unseld called the meeting to order at 11:01 am. Roll call was taken. It was noted that there was a quorum.

VISITOR RECOGNITION/PUBLIC COMMENT

Visitors introduced themselves. There was no public comment.

APPROVAL OF MEETING MINUTES – JULY 26, 2018 AND NOVEMBER 19, 2018

The minutes dated July 26, 2018 and November 19, 2018 were presented for approval.

MOTION

It was **moved** by Dr. Miller and **seconded** by Ms. Dixon to approve the Business Solutions meeting minutes dated July 26, 2018 and November 19, 2018 as presented. All were in favor. **Motion passed and carried.**

REVIEW OF PREVIOUS ACTION ITEMS

None.

EDUCATION DISCUSSION

TRAINING WAIVER

Ms. Shaffer noted that a waiver has been requested for a client to attend training in Tri-County Workforce Development Area. The client lives in Venango County and is close to the training facility. Additionally, the client is applying for a program not on the local HPO list; however, he has an expired certificate in the field for which he is requesting training. Ms. Anderson noted that not all HPOs in the Northwest are represented through local trainings. The Workforce Solutions and Governance committees have been apprised of the situation.

HPO CORDINATION WITH NORTH CENTRAL

Ms. Anderson explained that while training for first responders is needed in the area, per the CLEOs' discussion at their last meeting, there are no training programs for related occupations nor is it listed

as a high priority occupation in our local area. After requesting technical assistance, Ms. Shaffer has been working with North Central WDA to utilize their approved training programs to support clients and openings in the Northwest. Going forward, ITA policy language will be adjusted to make this cooperation more common practice, as the state encourages these partnerships. A revised policy draft is expected at the committee's next meeting. First responder occupations could be petitioned to be added to the local High Priority Occupations list, but historically it has been difficult to get employers to commit to the required amount of open positions at the locally required wage. Working with neighboring areas to meet the needs of clients is a practice the state encourages, especially considering the timelines for HPO petitions and ETPL approvals.

The committee inquired on how the HPO List is determined annually. The list is sourced from CWIA which monitors open positions when considering occupations for the list. However, local information may be more specific and reliable, so the committee was encouraged to have conversations at the community level to identify needs. The Business Services Team should also be making an effort to educate employers on how career pathways and high priority occupations work in the public workforce system. Ms. Ibraheem noted that such education is taking place and going forward, they will report feedback to the committee. Ms. Anderson clarified that the purpose of the education and feedback is to keep local employers as the priority for information in the region. Mr. Fannie added that the Business Service Team has a strong outreach program with employers. Labor Market Information from CWIA is shared via state staff as part of the process.

APPROVAL OF REVISED INCUMBENT WORKER TRAINING POLICY

Ms. O'Neil presented a revised Incumbent Worker Training Policy. The original policy was approved as part of the Local Plan process. The Title I contractor is implementing an incumbent worker training program and revisions to the policy are needed to better align with practices allowable under WIOA. Ms. O'Neil noted that no more than 20% of funding may be spent on incumbent worker training. As this year is the first program year that the Title I contractor is formally implementing a program, only about \$30k is expected to be spent on incumbent worker training, which is less than the 20% threshold. The policy has been reviewed by the Governance Committee and the Workforce Solutions Committee received an update on the policy revisions.

A committee member suggested that since there is no local In-Demand Occupation List, that "local" should be removed from before the phrase in the policy. Ms. Unseld asked about exceptions to the policy and Ms. O'Neil noted that the policy is crafted to be flexible to better serve clients, but documentation is needed to explain why regular terms aren't acceptable. These waivers would be reviewed by board staff. However, the board will be involved in significant exceptions.

MOTION

It was moved by Dr. Miller and seconded by Ms. Dixon to recommend for board approval the revised Incumbent Worker Training Policy as amended. All were in favor. Motion passed and carried.

ACTION PLAN FOR ECONOMIC DEVELOPMENT AND EDUCATION

COORDINATE REGIONAL AND LOCAL WORKFORCE ACTIVITIES

Ms. Anderson shared that the Keystone Edge Workforce Development Region (Northwest and West Central) plan to hold a transportation summit next year. Ms. Anderson also informed the committee that new Local and Regional Plans are not required this year, as the state is working on their plan. It is expected that Local and Regional Plans will be due in 2020.

WORKFORCE RESEARCH AND LABOR MARKET ANALYSIS

Ms. Anderson informed the committee that board staff is considering a purchase of a research tool to supplement information provided by CWIA and to use in the Local Plan process.

EMPLOYER ENGAGEMENT

INDUSTRY PARTNERSHIPS

Ms. Anderson explained that notifications regarding the Next Generation Industry Partnership grant applications has not yet taken place. Three IP grants were submitted in December through the PAsmart initiative.

APPRENTICESHIPS

Ms. Anderson noted the recent award of a convening apprenticeship grant. This grant will fund the coordination of meetings with employers, training providers, parents, and students throughout the region to increase awareness of apprenticeship opportunities in traditional and non-traditional areas. Mr. Rodriguez added that NWPA Job Connect has been awarded a Business Education Partnership grant to bring 400 students to observe workplaces. Additionally, a dislocated worker grant has been awarded and will provide for 100% of training costs for, at a minimum, 15 dislocated workers.

OTHER BUSINESS

RESCARE UPDATE

BUSINESS TEAMS EMPLOYER ENGAGEMENT

Ms. Ibraheem noted that in January, 24 OJTs were created in six counties, while 18 placements have been made. The Business Services Team has been presenting to chambers in each county where they inform of customized OJTs and give examples of quality of candidates available through PA CareerLink®. The team continues to engage employers about incumbent worker training opportunities. The Oil Region Career Fair is scheduled for April 10 and the Erie County Career Fair will be on May 1. The Meadville-Western Crawford County is not supporting a job fair this year, so PA CareerLink® will be organizing one on their own. The Clarion Chamber's job fair is scheduled for March 27.

The committee noted that employer outreach from committee members would be more effective when directly addressed with the Business Services Team. Ms. Hamilton was asked to send out a Doodle Poll to coordinate a meeting of the Business Solutions Committee and the Business Services Team to discuss the needs of employers and High Priority Occupations without training.

****ACTION****

- **Ms. Hamilton will coordinate a meeting of the Business Services Team and the Business Solutions Committee.**

NEXT MEETING: MARCH 25 @ 1:30PM

REPORT FOR THE EXECUTIVE COMMITTEE

None.

REVIEW OF ACTION ITEMS

1. **Ms. Hamilton will coordinate a meeting of the Business Services Team and the Business Solutions Committee.**

ADJOURNMENT

MOTION

**It was moved by Ms. Dixon and seconded by Dr. Miller to adjourn the meeting. All were in favor.
Motion passed and carried.**

The meeting was adjourned at 11:58 am.

Respectfully submitted,

Jackie Hamilton
Senior Administrative Assistant
NWPA Job Connect